

**SHALOM – CLEMENTE TENANTS ASSOCIATION
BY – LAWS**

ARTICLE I. NAME

The name of this organization shall be Shalom-Clemente Tenants Association, herein after referred to as the Association.

ARTICLE II. PURPOSE

Section 1. To be advocates in support of HUD regulations and the United States Constitution giving tenants and tenants organization the right to organize and partnership with the residents of public and privately funded housing stock. The Association will:

- A) Be an agent, bargaining with the apartment owners, managers and HUD on issues that affect residents.
- B) Ensure tenants are not unjustly nor unfairly evicted nor harassed.
- C) Promote legislation and governmental action (Local, State and National) beneficial to low-income residents.

ARTICLE III. MEMBERSHIP

Section 1. Residents 18 years and older and on the lease are eligible for membership, except for any resident in the full or part-time employ of the apartment owner, managers, or the US Department of HUD any member entering into such a position shall immediately resign from the organization and responsibly relinquish all task, materials and information. Membership can be denied a resident who has been deemed nefarious through the findings of the association tenants board.

ARTICLE IV. AFFILIATION

Section 1. This Association shall be a member organization of the Greater Newark HUD Tenants Coalition, in association with the National Alliance of HUD Tenants (NAHT).

ARTICLE V. MEMBERSHIP MEETINGS

1. Meets of the Association may be called at any time by the President or the Executive Board when deemed necessary.
2. Notice for all general meetings will be sent to each resident household at least 24 hours in advance.
3. Special general meetings of the membership of the Association may be convened by the association President or the Executive Board.
4. A quorum for general meetings of the Association shall consist of the majority of members present.

ARTICLE VI. TENANT BOARD

Section 1. The Association shall have a tenant board composed of the President, Vice-President, Secretary and Treasurer; this board with also be comprised of a community partnership representing youth, business, governmental and legislative bodies, limited to 3 and appointed by members of the executive board.

Section 2. The Tenant board will convene to decide all matters relating to violations in regards to Article III. of the associations by-laws.

ARTICLE VII. THE EXECUTIVE BOARD

Section 1. The association shall have an Executive Board composed of the President, Vice-President, Secretary, Treasurer and Sergeant-At-Arms.

A) The Executive Board shall hold meetings as often as the board determines.

B) Special meetings of the Executive Board may be called by the President or any three members of the Executive Board.

C) Meeting of the Executive Board shall be open to members of the association, except those sessions, hereinafter referred to as "Executive Session", when discussing the personal business of residents, employees the board and individual members may be removed from Board meetings for serious disorderly conduct by the vote of all board members.

Section 1. The Executive Board Powers and responsibilities:

- A) Elect Tenant Board members
- B) Vote on the adoption of these by laws, and any amendments to these by-laws.
- C) Keep and publish action minutes of each meeting.
- D) Receives reports from the tenant board, the secretary, and all committees.
- E) Set the overall policy of the association through resolution and motions on activities.

Section 1. Voting Participation and Procedure:

- A) Each member shall have one vote
- B) The chair shall rotate among the members of the executive board
- C) Meeting shall follow the "key rules of parliamentary procedure," newly revised.
- D) Any vacancy on the Executive Board shall be filled by appointment by the Executive Board at its next meeting. Until the position is filled the current board members will serve until the next election.
- E) All general elections shall be democratically conducted in accordance with the uniform election guidelines established jointly by the Greater Newark HUD Tenants Coalition, in association with NAHT.

ARTICLE VIII. OFFICERS**Section 1. The officers of the Association shall be:**

- A) President
- B) Vice-President
- C) Secretary
- D) Treasurer and such other officers as shall be designated by the Executive Board.

The regular term of officer for all officers shall be 3 years.

ARTICLE IX. DUTIES OF OFFICERS**Section 1. The duties of the president shall be:**

- A) To preside over all general meetings of the association.
- B) To preside over all meeting of the Executive Board.
- C) To be the chief officer of the Executive Board. To be the chief spoke person for the association with the limitations set by the Executive Board.
- D) Representation at HUD Council.

- E) To sign those contracts and agreements on behalf of the association which are approved by the Executive Board.
- F) To approve all expenditures of association funds.

Section 1. The duties of the Vice-President shall be:

- A) To assist the President in the performance of his / her duties of the President in his / her duties.
- B) To perform the duties of the president of the President in his / her absence.

Section 1. The duties of the Treasurer shall be:

- A) To check for the accuracy and keep all financial record of the association
- B) To make regular financial reports to the Executive Board.
- C) To assist in the preparation of any budget for the association.

Section 1. The duties of the Secretary shall be:

- A) To take and preserve minutes of the meeting of the association.
- B) To handle all correspondence for the association except that specifically assigned by the Executive Board to someone else.
- C) To prepare and oversee the distribution of all notices for general meeting of the association.
- D) To notify members of the Executive Board of all meetings of the Executive Board.
- E) To keep originals and copies of all records of the association.

ARTICLE X. COMMITTEES

Section 1. Forming committees, The Executive Board or membership shall form committees on its own or as directed by membership at general meetings, to carry out the activities of the committee.

Section 2. Committee membership, any member shall be eligible to sit on any committee.

Section 3. Duties of Committee

- A) Meet as often as is necessary to carry out their duties.
- B) Make recommendations to the Executive Board and the general membership meetings.
- C) Carry out assigned tasks.
- D) Report to every regular membership meeting on their activities and to the Executive Board on request.

ARTICLE IX. BYLAWS

Section 1. Adoption, these bylaws shall be adopted by a majority vote of the members at the first duly constituted meeting of members.

Section 2. Review, these bylaws shall be provisional and shall be reviewed and revised six months after their adoption by the general membership.

Section 3. Amendments, Amendments to these bylaws shall be made by a majority vote of members present and voting at a duly of members present and voting at a duly constituted meeting of the membership, provided advance notice to every member, regarding changes being considered.

AS A MEMBER OF THE SHALOM-CLEMENTE TENANTS ASSOCIATION, I HEREBY ACCEPT THESE BYLAWS AND IN DOING SO AUTHORIZE THE ASSOCIATION AS MY BARGAINING AGENT WITH THE APARTMENT MANAGERS AND OWNERS AND THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

SIGNATURE

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APT.#

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